



Room Request Form

For Reservations Contact:
Mary Lou Hernandez
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 Office: 210-225-4741
 Fax: 210-225-4768

Name:	Phone:
Organization:	Today's Date:
Address:	Room(s) Requested:
Email:	

Type of Event: _____

Date: _____ **Time:** _____

of Attendees: _____

Room set-up style:

Classroom Horse-shoe Round Table

Other- Explain: _____

***Please note: After hour requests are subject to additional fees (must be pre-approved by Executive Director); Invoice will be sent for Over Time pay for SACADA staff.**

Please check Room size, Equipment and Supplies Needed			
√	Item/Equipment	Fee	Total
	Both Rooms combined to use all day; accommodates 100 people	\$150	
	Room A or B to use all day; accommodates 30-50 people	\$75	
	Room A or B to use half day; accommodates 30-50 people (rooms not rented by hour)	\$50	
	A/V Equipment (Must bring your own flash drive) Includes: Windows XP® computer/wireless internet, projector/screen, surround sound, DVD and/or microphone upon request	\$45	
	TV/VCR/DVD Combo only	\$20	
	Over Head Bulb Projector only (must bring own transparencies)	\$20	
	Coffee set-up (serves 10) Includes: cups, sweeteners, creamers, stirrers Designate # of set-ups: _____	\$15	
	Coffee set-up (serves 100) Includes: cups, sweeteners, creamers, stirrers	\$150	
	Podium	-	
	Easel (s) # _____ (must bring own flip charts)	-	
**By signing below, you agree to the proper use of our equipment and furniture, cleaning up after your event using trash bins provided and making sure rest rooms are free of graffiti or vandalism.			Total Amount Due \$

I hereby waive SACADA, its officers and employees from any liability of injury, loss or damage to personal property associated with activities participated in this event. I acknowledge that I understand the waiver described in this document. Waiver is made to the maximum extent permissible under applicable law. I acknowledge that I have signed this document under my own free will.

Signature _____

Date _____

Project Manager Signature: _____

Executive Director Signature: _____

Business Office
